Title: DIVISION DOCUMENT CONTROL	Number: D65-05-02	Revision No.: OD	Effective Date: 31 JAN 97
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STANDARD OPERATING PROCEDURE D65-05-02

From: D65
To: D65 Division

Subj: DIVISION DOCUMENT CONTROL

Ref: (a) SOP D65-05-01 Division Quality System Documentation
(b) SOP D65-16-01 Division Quality Records

1. Purpose. To establish a system and provide instructions for Division document control.

2. Scope and Application. This procedure applies to the establishment, review, authorization, issue, distribution, and revisions of the Division quality system documents.

3. Policy. This procedure controls the following six document categories used within the Division and its branches:

a. Quality manual
b. Standard Operating Procedures
c. Work instructions
d. Standards and other technical reference materials
e. Drawings, specifications, standards, and reference documents
f. Production and quality plans.

4. Procedure. This procedure identifies the requirements for identification, initial issue and revision of controlled documents, maintaining Master Lists, maintaining historical records and archives, and administration of uncontrolled documents.

a. Identification - All controlled documents will be identified by their title, code number, date of issue, revision letter, issuing authority, and an authorized approval signature. For some types of documents, the revision letter will not required. Quality Assurance (QA) Configuration Management will be responsible for determining whether or not control by revision letter is required. Work instructions posted on walls or otherwise displayed at work stations are also controlled. They are dated and signed by the appropriate authorizing authority, but do not have to be identified with a revision level. When revised, the obsolete posted instructions will be removed and the new revised issue displayed.

b. Initial Issues and Revisions - All Division personnel are encouraged to identify the need for new procedures, work instructions, workmanship standards, and additional product-related documents that will improve Division and branch operations. All personnel are also encouraged to critically evaluate the documents they use and request revisions to correct errors and inconsistencies. Documents must be easily understood by those that are expected to use them. Anyone in the Division can request the issue of a new document or the revision of an existing one. The person wishing to initiate a document or a revision will submit a draft of the proposed document or revision to his or her supervisor or, in the case of documents controlled by QA, to the QA Manager. The responsible manager may revise or reject the draft. Regardless of who initiates a document, the responsibility to review, approve, and issue the document will always rest with the management authority specified in Procedure SOP D65-05-01, Division Quality System Documentation.

(1) Initial Issue - Prior to initial issue and release, documents will be reviewed for completeness, correctness, and conformity to existing quality policies and procedures. A document will be considered formally issued only after it has an authorized approval signature. Documents that require more than one approval signature will have additional preprinted signature boxes.

(2) Revisions - Revisions to documents will be reviewed and approved by the same function that approved the initial document. Handwritten corrections and revisions are authorized, but must be signed by the appropriate authorizing official and dated. The same rules that apply to initial issues also apply to revised documents. A document revision will be considered formally issued only after it has an authorized approval signature.

(3) Distribution of Initial Issues and Revisions - The Quality Manual and standard operating procedures will have distribution lists printed on their title pages. When appropriate, other documents will also have distribution lists. Documents will be located in appropriate, centrally located branch Technical Libraries or at locations that will facilitate their use. Documents directly related to specific standard products and processes will be distributed to document stations in production areas where products and/or processes take place. For custom products, “product-unique” or “process-unique” documents will be enclosed with and/or accompany the traveling work order. Documents revisions will have the same distribution as the original document. Revised documents will include a cover sheet containing a brief description of the change. and a note instructing the recipient to remove and destroy the old, superseded version of the document. Maintaining unauthorized files with superseded revisions of controlled documents not marked " History" is prohibited.

c. Master Lists - Each Branch issuing controlled documents will maintain a master list of all issued controlled documents. The list can be in the form of a log, catalog cards, computer database, etc. The list will identify each issued document by its title, code number, date of issue, the latest revision letter (if required), and distribution (if not otherwise provided).

d. Historical Documents And Archives - Documents, "masters" and copies of obsolete documents that are retained for preservation of knowledge or legal reasons will be stamped "History" and will be kept separate from current documents. The Division and branches maintain archives of historical documents such as old drawings, specifications, reports, standards, and examples/samples. Archived documents are inactive, and will not be maintained nor controlled. Cabinets or containers containing archived documents will be segregated from those containing active documents and will be labeled "Archives".

e. Uncontrolled Documents or Copies of Documents - Documents issued to Division personnel and outside parties who are not affected by the document, but need a copy for information only, will be stamped "Uncontrolled". Such documents will not be maintained (i.e. revisions will not be issued) to these personnel. QA will determine whether personnel and/or organizations receive controlled or uncontrolled copies of documents.

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